

A.D. 10.1, Inmate Assignment and Pay Plan

Prepared for signature 6/27/02 - effective 7/1/02

1. Policy. The Department shall provide inmates program and work opportunities.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 10-17f, 10-69, 18-81, 18-85, 18-88 and 18-90a.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-5A-01.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4175, 3-4200, 3-4203, 3-4318, 3-4394 through 3-4398, and 3-4407.
 - D. American Correctional Association, Standards for Adult Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-3A-09, 3-ALDF-4D-09 and 3-ALDF-5A-01 through 3-ALDF-5A-13, 3-ALDF-5A-18 and 3-ALDF-5A-19.
 - E. 1990 Americans with Disabilities Act, 29 CFR Part 1630.
 - F. Administrative Directives 4.6, Use of Computers and Related Technology; 6.6, Reporting of Incidents; 9.2, Inmate Classification; 9.5, Code of Penal Discipline; 9.8, Furloughs; 10.7, Inmate Communication; and 10.19, Americans with Disabilities Act.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Annual Pay Plan. An annual operational plan for each non-industrial assignment.
 - B. Inmate Assignment. A specific inmate job or educational assignment.
4. Organization and Development of all Inmate Work.
 - A. Assignment Requirement. No inmate shall have entitlement or a legitimate expectation to any programmatic, work or educational assignment or compensation therefore, except as provided for in the Connecticut General Statutes regarding special education services for any handicapped person under the age of 21, any adult who has not earned a high school diploma or equivalent and persons under the age of 21 who are dominant in a foreign language. A sentenced inmate shall not be allowed to refuse or reject any programmatic, work or educational assignment. Such refusal may subject the inmate to disciplinary action as specified in Administrative Directive 9.5, Code of Penal Discipline. A sentenced inmate who is disciplined for refusing a work, program or educational assignment may be:
 1. denied privileges in accordance with Administrative Directive 9.5, Code of Penal Discipline;
 2. precluded from a classification reduction; and
 3. precluded from consideration for participation in a Community Release Program to include furloughs in accordance with

Administrative Directives 9.2, Inmate Classification and 9.8, Furloughs.

No unsentenced inmate shall be required to work except to perform housekeeping activities or as a disciplinary punishment in accordance with Administrative Directive 9.5, Code of Penal Discipline. An unsentenced inmate may elect to work and in such cases shall be compensated in accordance with this Directive.

- B. Annual Pay Plan. Prior to June 1 annually, each Unit Administrator shall develop an Annual Pay Plan for all non-industries work, education and Tier IV program assignments within the facility. This plan shall be submitted to the Deputy Commissioner of Operations in consultation with the Deputy Commissioner of Support Services for approval. Each pay plan shall conform to the Skill/Pay Levels and Rates established in the Inmate Pay Plan Matrix and identify the projected assignments required by:

1. title;
2. description;
3. location;
4. number of slots for each assignment;
5. custody level for each slot within the assignment;
6. pay level; and
7. five (5) or seven (7) day assignment.

- C. Selection of Inmate Participants. Consistent with the approved Annual Pay Plan, a principal or supervisor shall inform the appropriate facility classification staff of current or anticipated inmate employment requirements and vacancies. Any inmate assignment shall require prior approval by the facility's classification committee. Inmates shall be required to submit a written request for a school or work assignment to the appropriate area as governed at each facility. Facility classification staff shall provide an opportunity for input from the principal or supervisor accordingly, prior to assignment. An inmate may be required to complete a pre-employment health screening for a job assignment. Inmates that qualify, may then be interviewed by the respective supervisor. Once approved, the request will be sent to classification for assignment. Selection shall take into account the following in accordance with Administrative Directive 10.19, Americans with Disabilities Act:

1. a provision for reasonable accommodations for employment of handicapped inmates;
2. not discriminate against an inmate for reasons of race, religion, national origin, gender, or sexual orientation; and
3. racial/ethnic diversity in the assignment of inmates to work/program assignments and pay.

All inmate housing locations and classification assignments shall be logged on the RT90u, Inmate Housing and Classification Assignment screen.

- D. Training. Once hired, an inmate may be required to complete a training program developed by the Unit Administrator. Upon completion, the inmate shall sign to acknowledge receiving such training. The inmate shall continue to receive on the job training and shall be supervised in a manner to promote successful performance.

5. General Assignment and Pay.

- A. Work Rules and Conditions. Each inmate shall report to the place of assignment at the required start time and shall not leave an assignment without permission. Each inmate, regardless of assignment, shall complete all assigned tasks diligently and conscientiously. Refusal to work, avoidance of assigned tasks, failure to complete assigned tasks or meet performance standards, or encouraging others to refuse to participate may result in a poor work evaluation, disciplinary action and/or dismissal from the assignment. No inmate shall be assigned to any position which allows:

1. access to any institutional or personal data regarding staff;
2. access to data regarding inmate housing, assignment, schedules, time and/or attendance records, pay, evaluations, addresses, telephone numbers, property, financial resources, visitors, social security numbers or any other personal information regarding another inmate;
3. access to sensitive facility management information; and
4. supervision, control or authority of any kind over another inmate.

No inmate shall be allowed to use a state phone for personal or state use except as provided in Administrative Directive 10.7, Inmate Communication, and no inmate shall be left unsupervised in an area with an operable non-collect-call-only telephone. Any state telephone in an area accessible to inmates shall be locked with a telephone lock or properly secured when staff are not present.

In accordance with Administrative Directive 4.6, Use of Computers and Related Technology, no inmate shall be allowed to use a computer for any purpose except as specifically required by an educational or work assignment. Inmates shall not use any computer that is connected to a network of any kind, with the exception of the following:

1. education computers that are linked by a closed network hub that shall not provide Internet access;
2. programmatic computers that are linked to a network for use by inmates through the authorized facility Job Centers allowing access to the Department of Labor's website only; and
3. programmatic computers that are linked to a network for use by inmates on community supervision in order to perform programmatic functions.

Such permission shall be in writing and shall cite the limits of authorization as a condition of supervision.

All inmate access to computers shall be closely monitored and no inmate shall be allowed personal use of a computer for any reason.

- B. Safety and Health Procedures. Each correctional employee and inmate shall observe all applicable federal and state safety and health regulations. The Unit Administrator shall ensure that appropriate safety and protective equipment is provided for each job station and that each inmate is trained in the safe and proper use and operation of any equipment. This shall also apply to the use and handling of any tool, chemical, hazardous material, or waste which the inmate is expected to operate.

Each inmate shall immediately report any injury to a supervisor. Medical attention shall be provided as necessary and shall be reported in accordance with Administrative Directive 6.6, Reporting of Incidents.

- C. Assignment Day. A standard assignment shall normally be a full day. The standard assignment hours may be extended, without additional pay, by authorization of the Unit Administrator. All assignments shall be made through the classification process.
- D. No Participation, No Pay. An inmate shall only be paid a single days pay for actual participation in a classified assignment, as indicated in 5(C) above, during a 24 hour period.
- E. Seven Day/Week Assignments. The following categories of assignments are the only approved seven (7) day assignments, but shall only apply if the inmate actually works a full seven (7) days: certified manual Braille transcriber; janitor; food service; maintenance; laundry; and dog trainers for disabled. Only the Commissioner or designee may approve a change to these designated assignments.
- F. Inmate Performance Evaluation. An inmate shall receive a written performance evaluation, utilizing the Inmate Performance Evaluation Form CN 100101, after 30 days in a new or promotional assignment and at least semi-annually thereafter and at such other times as deemed appropriate. A copy of this evaluation shall be placed in the inmate's institutional file. An overall poor evaluation shall result in a counseling session with the inmate and may result in a referral to classification for possible dismissal or reassignment. The inmate shall receive a copy of each written evaluation.
- G. Removal or Dismissal. Dismissal for failure to perform, or for a chargeable infraction, may be accompanied by a disciplinary charge under the Administrative Directive 9.5, Code of Penal Discipline. A finding of guilty shall not be required for removal or dismissal to occur. Removal for other purposes shall not require disciplinary action. A charge shall not be required when it is determined the inmate is incapable of performing to acceptable standards except that an inmate performance evaluation shall be completed and the inmate shall be considered for an alternative assignment.

- H. Pay Period. Based on a facility's Annual Pay Plan an inmate shall be paid on a bi-weekly basis in accordance with Section 6 below.

6. Assignment Pay Schedule.

- A. Assignment Skill/Pay Level and Rates. Each assignment shall be paid based upon a three (3) level system, unskilled to skilled according to the approved pay plan as follows:

1. Assignments in Pay Level 1 shall normally involve routine, repetitive tasks with only minor variance in routine and involve skills, which are readily learned.
2. Assignments in Pay Level 2 shall involve skills and abilities based upon training and experience and knowledge of established job requirements.
3. Assignments in Pay Level 3 shall involve skills and abilities based upon training and experience usually derived from specialized and technical training, which would normally require certification or licensure or for jobs normally reimbursed from outside sources.

- B. Annual Pay Plan Budget Allotment and Rates. The Unit Administrator shall compensate inmates, from the facility's approved Annual Pay Plan budget allotment, in accordance with the Inmate Pay Plan Matrix and the Facility Pay Level and Rates, below:

Pay Level I	\$.75 per day
Pay Level II	1.25 per day
Pay Level III	1.75 per day

The projected yearly expenditures for inmate pay shall not exceed the facility's budget allotment. The Unit Administrator shall establish procedures to ensure compliance with the following:

1. daily attendance and hours worked for each inmate;
2. payment for the actual time worked or attendance at an educational and/or program activity;
3. a standard assignment shall normally be a full day;
4. no double pay;
5. no bonus pay, with the exception of a spill response stipend that shall only be available to inmates classified as blood spill cleaners;
6. no work, no pay; and
7. no classification, no pay.

7. Exceptions. Any exception to the procedures in this Administrative Directive requires prior written approval from the Commissioner.